

Nomination Package Checklist:

President's Staff Award: Excellence in Decolonization, Equity, Diversity, and Inclusion (DEDI)

NOTE: This checklist does not need to be uploaded as part of the nomination package and is for your reference only.

Award Description

This annual award aims to recognize the passion, dedication and campus engagement by staff to decolonization, equity, diversity, and inclusion at York.

The Excellence in Decolonization, Equity, Diversity, and Inclusion (DEDI) Award recognizes outstanding achievement in practice, events, policy, programs, or other activities that foster equitable, sustainable and measurable change on campus, with an intersectional social justice lens, especially for equity-deserving groups (e.g. women, visible/racialized minorities, Indigenous peoples, persons with disabilities, and 2SLGBTQIA+). The Award recognizes ongoing work or an outstanding accomplishment at a point in time.

Eligibility

Both individual and team nominations will be accepted.

If you are nominating an individual the following criteria applies:

- ☐ Nominee is a full time and permanent employee at York, who has been employed for two continuous years as of December 31, 2023
- ☐ Nominee is a non-academic staff member (YUSA, CPM, CUPE 1356, IOUE)

If you are nominating a team the following criteria applies:

- ☐ At least 75% of the team members are full-time, continuing staff member at York that have been continuously employed for at least 2 years as of December 31, 2023
- ☐ Team members are members of a non-academic staff group (CUPE 1356, CPM, YUSA or IOUE)
- ☐ Team has a minimum of two (2) staff members and a maximum of five (5) staff members
- ☐ Team members do not need to belong to one department as teams who are working on a time limited project are also eligible for this award.

Criteria

Nominators should present specific and concrete examples to illustrate how the nominee/team meet(s) each eligibility and award criteria, showing their outstanding effort and accomplishment(s) toward advancing decolonization, equity, diversity and inclusion at York University. Examples include, but are not limited to:

- A strategy or action plan that recognizes or focuses on the importance of decolonizing, equity, diversity and inclusion.
- An ongoing action, initiative or program that helps students, prospective students, employees or alumni from an equity-deserving group feel welcome, included and a sense of belonging, or removes systemic barriers to access or success.
- An impactful tool or practice for an equity-deserving group is created or (re)designed, e.g., support service redesign to improve accessibility for people with disabilities.
- An initiative or action aimed at adapting or changing procedures, policies, or practices to decolonize and make them more equitable and inclusive.
- Initiatives to promote pluralism, anti-racism, accessibility, trans-visibility, etc.

- Exemplifying leadership in fostering a decolonized, equitable, diverse, inclusive and accessible campus.
- A training and/or education program that advances the work of anti-racism.
- Promoting inclusive leadership and interpersonal skills development.
- Collaborations that engage different student groups or teams within and outside the individual's home unit.
- Advocacy and support initiatives for an equity-deserving group.

Nomination Requirements

It is the nominator's responsibility to provide information reflecting the achievements and exceptional nature of the nominee(s). Be thorough and factual and demonstrate how the nominee(s) excel(s) in each of the following criteria:

- Demonstrated exceptional and creative achievement in advancing decolonization, equity, diversity and/or inclusiveness, linked to one of the five Strategic Directions in the DEDI Strategy:
 - **Teaching and Learning.** York University will cultivate inclusive teaching and learning environments that nurture multiple and intersectional ways of knowing, including the incorporation of DEDI principles in curriculum and programs.
 - **Research and Innovation.** York University will cultivate inclusive and equitable research environments that nurture multiple and intersectional ways of knowing, create and nurture diverse research teams and encourage research programs in traditionally equity-deserving settings.
 - **Representation and Success.** Through a range of efforts across the University, York will work to build an environment that is representative of the communities it serves by actively recruiting, supporting, retaining, and advancing students, faculty, instructors, and staff from equity-deserving communities.
 - **Leadership and Capacity Building.** York University strives to be a community where all members demonstrate the knowledge and skills necessary to navigate through and lead in a diverse world. York commits to building capacity in its leadership to advance EDI for today, tomorrow and the future.
 - **Campus Climate and Environment.** York University will work towards creating an inclusive and equitable community where everyone has the potential to feel a sense of belonging and that they are respected. The University will undertake initiatives to enhance the accessibility of physical and virtual spaces for students, staff, faculty, and instructors.
- Actively contributing to, promoting and/or supporting decolonization and an equitable, healthy, inclusive and welcoming campus environment.
- Encouraging or leading others to work together to dismantle barriers to equitable participation or to dismantle systemic injustices, discrimination and stereotypes.
- Demonstrating respect for human rights and equity.

Nominations should describe how the individual nominee or team:

- actively contributes to the advancement of decolonization, equity, diversity and inclusion.
- supports an equitable and inclusive learning, teaching, research, and/or working environment at York University.

- contributes to combatting stereotypes and discrimination and/or dismantling barriers to equitable participation at York University.
- demonstrates respect for equity, diversity, and inclusion and is grounded in principles of human rights.
- demonstrates impact, creativity, and/or innovation.

Nomination File Requirements

For nominating an individual, the nomination package should include:

- ☐ A lead nomination letter (maximum 3 pages)
- ☐ A maximum of three (3) letters in total (1 lead nomination letter and 2 letters of support). Each letter of support must not exceed a total of three (3) pages.
- ☐ The total number of pages of ALL three letters combined does not exceed 9 pages.
- ☐ The nominee's work history at York University
- ☐ Please do not include any confidential documents such as employee performance ratings or evaluations.
- ☐ Please provide any additional information that supports the nomination of this individual for the award. The total nomination package should not be more than 20 pages including the three letters mentioned above.
- ☐ Please do not use acronyms in the letter
- ☐ Self-nominations are not permitted

For nominating a team (two to five members), the nomination package should include:

- ☐ A lead nomination letter (maximum 3 pages)
- ☐ A maximum of three (3) letters in total (1 lead nomination letter and 2 letters of support). Each letter of support must not exceed a total of three (3) pages.
- ☐ The total number of pages of ALL three letters combined does not exceed 9 pages.
- ☐ A list of the team members with a brief description of the role each person plays on the team (separate link provided to download the team list for completion).
- ☐ Please do not include any confidential documents such as employee performance ratings or evaluations.
- ☐ Please provide any additional information that supports the nomination. The total nomination package should not be more than 15 pages including the three letters mentioned above.
- ☐ Please do not use acronyms in the letter
- ☐ Self-nominations are not permitted

Contact Information

You will need to provide the following contact information for yourself, the nominee and each nomination supporter:

- ☐ Name, email address, campus address

All inquiries can be emailed to president@yorku.ca